



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

Canc frp: MAY 13

COMTRAWINGONENOTE 1301
00
04 Oct 12

COMTRAWING ONE NOTICE 1301

From: Commander, Training Air Wing ONE

Subj: ASSIGNMENT TO PRIMARY/COLLATERAL DUTIES/COURTS, BOARDS, AND
ADVISORY GROUPS/PRECEDENCE LIST

Ref: (a) COMTRAWINGONEINST 5452.1L

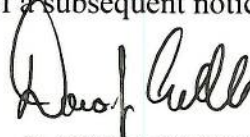
Encl: (1) Primary Duty List
(2) Collateral Duty Assignment List
(3) Courts, Boards, and Advisory Groups Assignment List
(4) Personnel Authorized To Sign "By Direction"
(5) TW-1 Officer Precedence List
(6) VT-7/VT-9/SELRES O-5s

1. Purpose. To designate primary/collateral duty assignment and appoint personnel from TW-1 as members of courts, boards, and advisory groups as outlined in reference (a). This notice is a complete revision and should be reviewed in its entirety.

2. Discussion. Enclosures (1) through (6) constitute official assignment of duties and provide a precedence list for officers assigned to TW-1. Primary duties are listed with the corresponding article of reference (a) pertaining to the function of their duties. Collateral duties are limited to mission-essential administration or as required by higher authority. Personnel appointed to courts, boards, or advisory groups shall familiarize themselves with the requirements set forth in pertinent instructions governing the particular court or board. Boards and advisory groups will convene at the discretion of the senior member.

3. Action. Department Heads shall periodically review enclosures (1) through (6) and forward any additions or deletions to the Administrative Officer.

4. Cancellation contingency. Upon issuance of a subsequent notice having the same subject.


DAVID LOBDELL

Distribution:

Electronic only, via TRAWING ONE website:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp
https://www.cnatra.navy.mil/TW1/pubs_notices.asp
<https://www.cnatra.navy.mil/TW1/cancellations.asp>

Primary Duty List

EXECUTIVE DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
00	Wing Commander	201	CAPT Lobdell
00S	Wing Secretary	201.1	Kim Amis
00RCC	Wing RCC	203	CDR Angermann
00R1	Operational Support Officer (OSO)	203.1	LCDR McLean
01	Chief Staff Officer (CSO)	206	CDR Fahey
01FS	Flight Surgeon	206.1	LCDR Cusick
01FS	Flight Surgeon	206.1	LT Cassler
01MSO	Management Services Officer	206.2	Michelle Carlson
01SM	Senior Marine	206.3	LtCol Kochanski

ADMINISTRATIVE DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N1	Administrative Officer	207	Sidney Harris Jr.

OPERATIONS DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N3	Operations Officer	208	CDR Bates
N3A	Assistant Operations Officer	208.1	LCDR Lane
N3B	Strike Operations Officer	208.2	Bradley Parsons
N31	Student Control/IMSO	208.3	LT Shively
N32	Landing Signal Officer	208.4	LT Collins
N3T	TIMS Administrator	208.5	Linda Wiginton

MAINTENANCE DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
00N4	Maintenance Liaison/ CNATRA DET OIC (ADDU)	202	LCDR Roney

NAPP DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N5	NAPP Officer	209	LCDR Stroot
N51	Production Analyst	209.1	Jim Daws

STANDARDIZATION DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N7	Standardization Officer	210	Maj Snow
N7A	Assistant Standardization Officer	210.1	LCDR Stettner
N71	Ground Training Officer	210.2	Doug Ford

FINANCIAL MANAGMENT DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N8	Financial Management Officer	211	Deborah Warren Littleton

SAFETY DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N9	Aviation Safety Officer	212	LCDR Rapin (ADDU VT-9)
N91	Ground Safety Officer	212.1	LT Rorex

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Collateral Duty Assignment List**Collateral Duty****Name**

Awards Coordinator	Sidney Harris Jr.
Anti-Terrorism/Force Protection Officer	AOPS
Base Communications Controls Representative (BCCO)	Michael Hale (CNATRA DET)
Assistant BCCO	Michelle Carlson
Casualty Assistance Calls Officer (CACO)	LCDR Stettner
Assistant CACO	TBD
Command Financial Specialist	CDR Fahey
Command Fitness Coordinator	LCDR Cusick
Command IA Coordinator	Kim Amis
Command Managed Equal Opportunity Officer (CMEO)	YN1 Blevins
Command Ombudsman	Michelle Carlson
Drug and Alcohol Program Advisor (DAPA)	LCDR Cusick
Disaster Preparedness Officer	AOPS
EEO Committee Representatives	Kim Amis / Robert Noble
Facilities/Industrial Property Management Specialist (IPMS)	Michael Hale (CNATRA DET)
FOD Prevention Officer	Deric Pettigrew (CNATRA DET)
Freedom Of Information Act (FOIA) Officer	Sidney Harris Jr.
Functional Check Flight (FCF) Program Manager	CDR Bates
Ground Government Flight Representative	Chris Snoke (CNATRA DET)
Government Flight Representative (GFR)	LCDR Lane
Hurricane Evacuation Control Officer (HECO)	AOPS
Maintenance Ground Safety Officer	LCDR Roney (CNATRA DET)
Management Information Systems Officer (MISO)	Darlene Maes (NAS)
Managers' Internal Control Representative	CDR Bates / Michelle Carlson
Navy Relief Coordinator	LT Cassler
Publications Officer	Doug Ford
Public Affairs Officer	Sidney Harris Jr.
Assistant Public Affairs Officer	LT Shively
Security Manager	Sidney Harris Jr.
Senior Watch Officer	CDR Bates
Sexual Assault Prevention and Response (SAPR) POC	LT Pound (VT-9)
Suicide Prevention Representative	LT Cassler
T-45 Standardization/Curriculum Manager	Maj Snow
Urinalysis Program Coordinator (UPC)	LT Shively
Victim Witness Assistance Coordinator (VWAC)	LT Rorex
Voting Assistance Officer	YN1 Blevins
Wardroom Mess Treasurer	Kim Amis

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Courts, Boards, And Advisory Groups Assignment List

<u>Name Of Court, Board Or Group</u>	<u>Convening Interval</u>
Aircraft Mishap Board (OPNAVINST 3750.6R) Members Assigned Pursuant to COMTRAWINGONENOTE 3752	As Required
Armed Forces Disciplinary Control Board (OPNAVINST 1620.2A) CSO/Sr. Marine	As Required
Commissary Store/NEX Advisory Board (OPNAVINST 1700.13B) STUCON Officer	Quarterly
MWR, CBQ, Galley Advisory Board Committee (BUPERSINST 1710.11C) STUCON Officer	Quarterly

Personnel Authorized To Sign "By Direction"

1. In the official performance of their duties, the following TW-1 personnel are authorized to sign official correspondence relating to their specific area of responsibility "By direction" of the Wing Commander:

<u>Billet</u>	<u>By Direction Authority</u>	<u>Msg Release Authority</u>
Chief Staff Officer	X	X
Administrative Officer	X*	
Operations Officer	X**	X
TW-1 RCC	X***	
TW-1 OSO	X***	

2. The words "By direction" shall be typed directly below the signature block on all correspondence.

3. The Wing Commander will sign all correspondence relating to matters of policy, disciplinary procedures, recommendations for administrative discharge and awards. Additionally, any correspondence that may be interpreted as adverse shall be forwarded to the Wing Commander for signature.

4. Department Heads are designated as the Reporting Senior on evaluations for all enlisted personnel in their departments.

(*) "By direction" authority is granted to sign routine administrative matters not requiring the attention of the Wing Commander. Travel orders are included in this authority.

(**) "By direction" authority is granted to sign routine documents pertaining to Student Naval Aviators not requiring the attention of the Wing Commander.

(***) "By direction" authority is granted to sign TW-1 routine documents pertaining to Reserve Affairs.

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TW-1 OFFICER PRECEDENCE LIST**CAPTAIN**

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
LOBDELL, DAVID J.	1310	1 APR 10	1166450-20/88

COMMANDER/LIEUTENANT COLONEL

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
KOCHANSKI, ROBERT	7523	1 MAR 05	058330-00/05
MUERY, TEDD N.	1317	1 OCT 08	232436-00/92
FAHEY, DANIEL S.	1310	1 MAR 09	021912-25/93
BATES, JUSTIN T.	1317	1 OCT 12	037667-00/94

LIEUTENANT COMMANDER/MAJOR

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
MCLEAN, COLIN	1317	1 JUL 03	321750-00/93
LANE, JASON	1310	1 DEC 06	043728-00/97
STROOT, ABRAM	1310	1 SEP 09	034542-00/00
CUSICK, HOWARD	2100	1 JUL 11	035917-00/11
STETTNER, MATTHEW	1310	1 SEP 11	036975-50/01
SNOW, JARED	7523	1 NOV 11	155100-00/11

LIEUTENANT/CAPTAIN

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
SHIVELY, CHRISTOPHER	1317	1 NOV 06	136208-00/03
COLLINS, MARK	1317	1 FEB 07	137430-00/03
CASSLER, NICOLE	2100	19 MAY 07	138209-50/03
ROREX, CALEB B.	1317	1 JUN 07	139578-00/03

VT-7/VT-9/SELRES O-5s
(For Reference)

VT-7 / VT-9

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
DELANTY, STEPHEN	1310	1 APR 09	021925-00/93
KRAUSE, GARRETT	1317	1 JUL 09	202550-40/94
HRITZ, MICHAEL	1310	1 JUN 10	022296-75/95
THAMES, WILLIAM (PXO)	1310	1 OCT 10	022454-75/95
PAQUIN, CHARLES	1310	1 MAY 11	022514-75/96

SELRES

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
FUTRELL, SCOTT D.	1315	1 NOV 02	216557-00
NEAL, ANDREW W.	1315	1 OCT 06	228143-00
GRIFFIN, CHARLES G. III	1315	1 SEP 07	229913-00
LUCAS, KEVIN P.	1315	1 JUN 08	231245-00
ANGERMANN, WILLIAM L	1315	1 JUN 08	231392-00
SOUZA, DAVID M.	1315	1 JAN 09	232682-00
DUGGER, JUSTIN E.	1315	1 MAY 09	232946-00
BATES, LYNDSI N.	1315	1 JUL 09	233399-00
GRIFFETH, MATTHEW	1315	1 FEB 10	245193-00
DOWNEY, SCOTT C.	1315	1 APR 10	245286-00
PERCIVAL, JOHN D	1315	1 JUN 10	245475-00
KIZER, VAN	1315	1 APR 11	246567-00
YOUNG, MICHAEL	1315	1 MAY 11	246621-00
TAYLOR, DAVID	1315	1 JUL 11	246970-00
BOICE, BRIAN	1315	1 AUG 12	333928-00
ROSS, BRYAN (CDR SEL)	1325	1 OCT 07	335937-00
CRAIN, JASON (CDR SEL)	1315	1 DEC 07	336622-00
SHIPMAN, JAMES (CDR SEL)	1315	1 JUN 08	337336-00